

Booking Form for the hiring of rooms at  
**The Next Steps Recovery Centre**

Name and Address of Hirer:
Post Code:
Tel. No:
Email Address:
Name of Organisation: (if applicable)

I/We are applying to hire a room at The Next Steps Recovery Centre for the purpose of:
Date(s)

Time required:		
<i><b>PLEASE NOTE: THAT THESE TIMES ABOVE MUST INCLUDE TIME NEEDED FOR SETTING UP AND PACKING AWAY ALL YOUR EQUIPMENT. There will be a £25 surcharge if the volunteer key holder is kept waiting more than 15 minutes after the finishing booked time.</b></i>		
<b>AREA REQUIRED:</b>	<b>Please indicate the number of guests in your group</b>	(a) Next Steps Studio
		(b) Next Steps Group Room
		(c) Small Counselling Room
		(d) Large Counselling Room
		(e) IT Room

<b>EQUIPMENT REQUIRED</b>	
NUMBERS of TABLES	
NUMBERS of CHAIRS	
Projector/Screen	
Flipchart and pens	

<b>REFRESHMENTS as per rate card</b>	
Level One	
Level Two	
Level Three	

*Invoices will be emailed or posted after the hire period. Please advise if invoice to be sent to a different address. Deposit may be required from new hirers.*

***I/We confirm that the Terms and Conditions of Hiring have been read, understood and accepted.***

<b>Signed:</b>
<b>Print Name:</b>
<b>Date:</b>

This form should be completed and returned to:  
The Next Steps Centre  
70-80 Oak Street, NR3 3AQ  
[sarah.king@matthewproject.org](mailto:sarah.king@matthewproject.org)  
01603 626123